

	<p align="center">NSNFP DOCUMENT MANUAL INTRODUCTION AND GLOSSARY</p>	<p>Doc. No.: INTRODUCTION Revision: 0 Eff. Date: 01/15/2002 Page: 1 of 12 DAR No.: NSNF-364</p>
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Approval:	<u>Original signed by Mark R. Arenaz</u>	Date:	<u>12-18-01</u>
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Approval:	<u>Original signed by Robert Blyth</u>	Date:	<u>12-18-01</u>
	NSNFP, Quality Assurance Program Manager		

INTRODUCTION

The NSNFP Documents Manual contains the Quality Assurance Program Plan, the Quality Assurance Requirements Document (QARD) Requirements Matrix, and the implementing procedures applicable to the National Spent Nuclear Fuel Program (NSNFP). These documents implement the QARD, DOE/RW-0333P, as it applies to the line management activities and QA organization activities of the NSNFP.

The content of the NSNFP Documents Manual can be accessed from the NSNFP Homepage. NSNFP forms are accessed exclusively from the NSNFP Homepage.

The shaded areas of Figure 1 represent the general content of the manual. Together the Quality Assurance Program Plan and the QARD Requirements Matrix form a summary of the program implemented by the NSNFP. The implementing procedures referenced by the matrix are identified as Program Management Procedures (PMPs), Program Support Organization (PSO) procedures, and Quality Assurance Staff (QAS) procedures. The procedure numbering system aligns with the most predominant QARD section addressed by the procedure.

Program Management Procedures

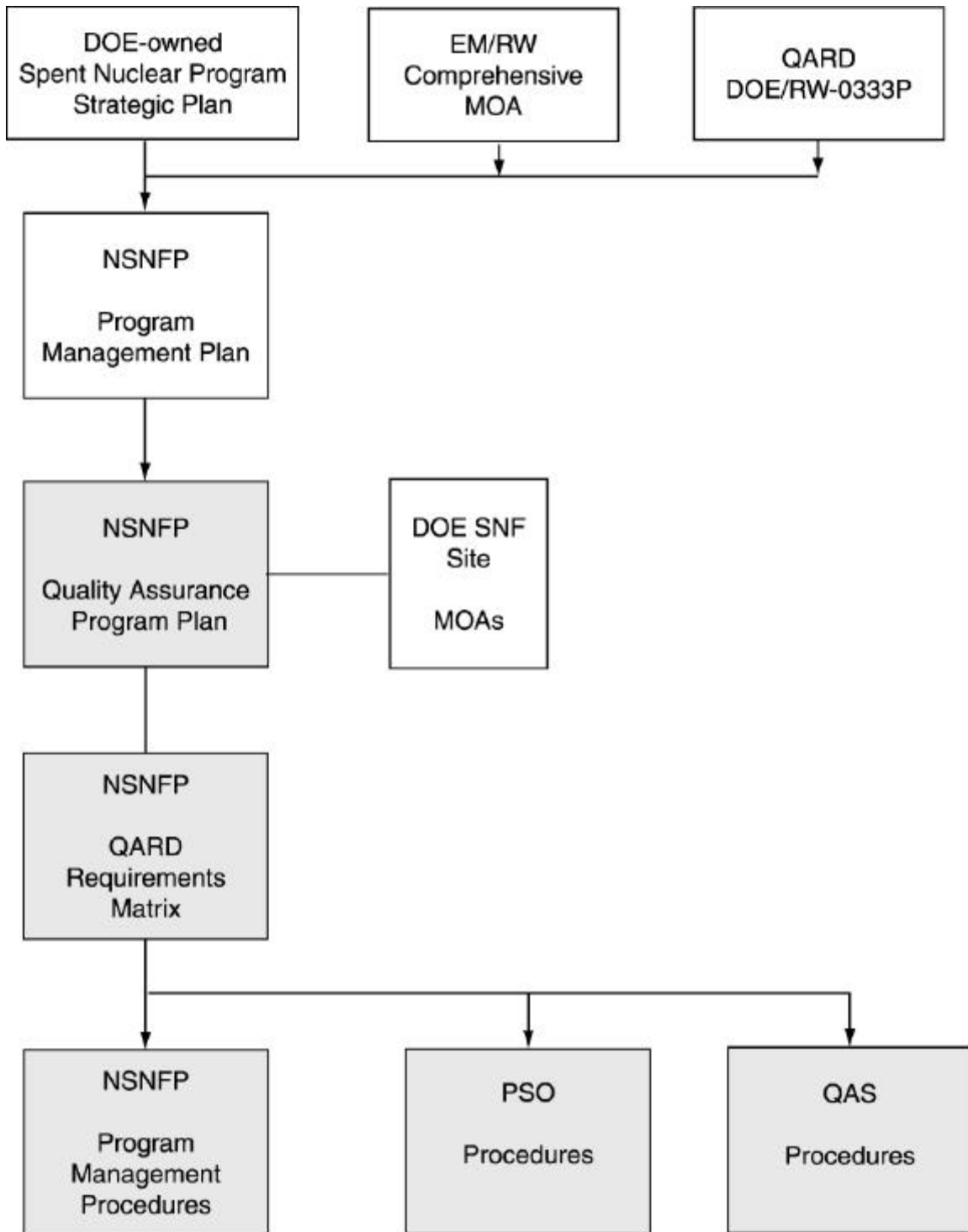
Program Management Procedures prescribe administrative processes applicable to the activities performed by or affecting all NSNFP personnel.

Program Support Organization Procedures

PSO procedures are applicable to the activities delegated to the PSO for execution.

Quality Assurance Staff Procedures

QAS procedures are applicable to the activities delegated principally to the QAS assessment function and extend to the corrective action, trending, and tracking processes that serve the NSNFP.

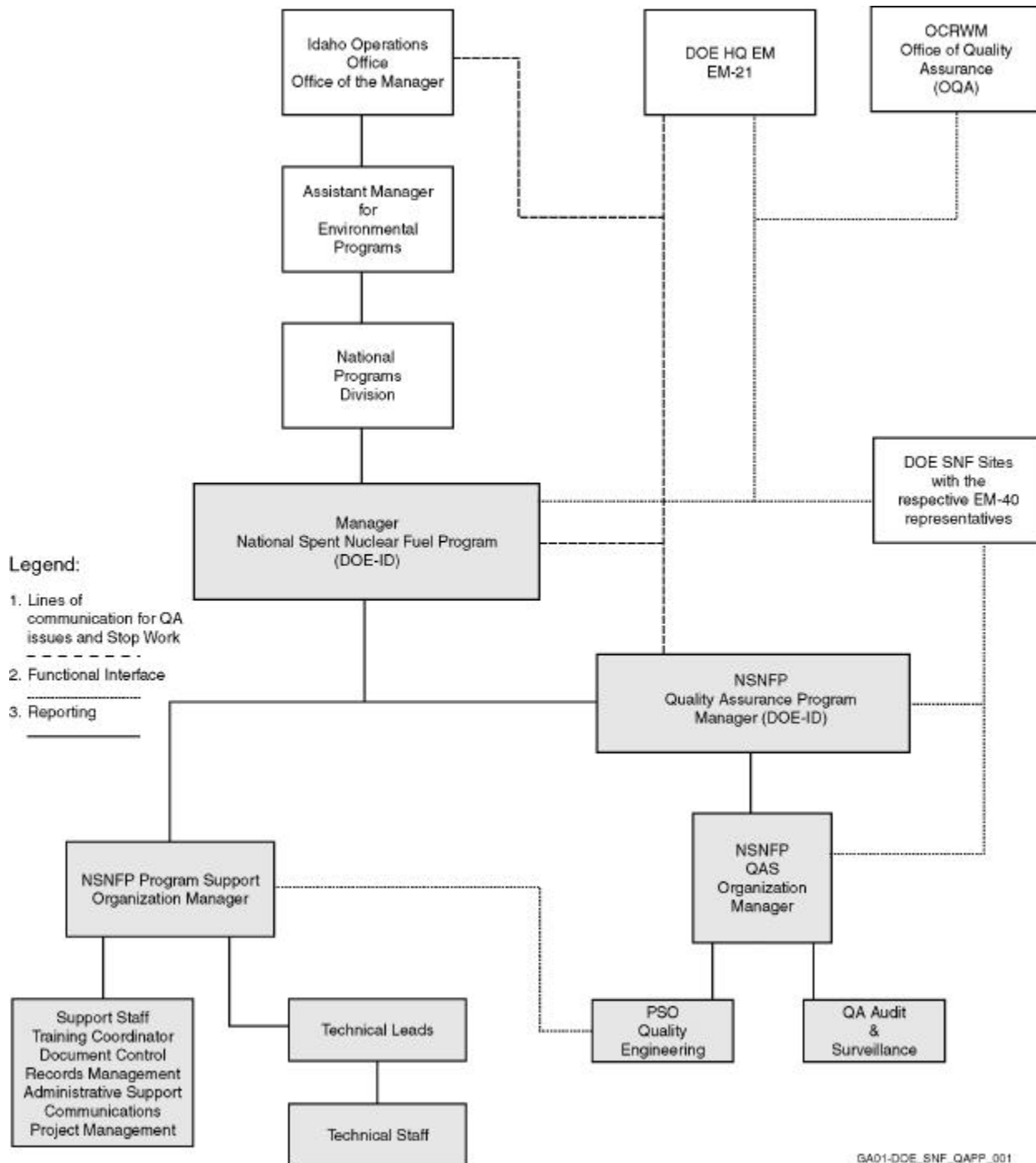



DS-GAQAPP


Figure 1. NSNFP Documents Manual general content (in shaded areas).


**NSNFP
QUALITY ASSURANCE
PROGRAM PLAN**

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Document Number	Document Title	Revision Number	Effective Date
Introduction	NSNFP Documents Manual Introduction and Glossary	0	01/15/02
Program Summary Documents			
DOE/SNF/QAPP-001	NSNFP Quality Assurance Program Plan Previously DOE/SNF/QMP-001 Revision 2 Previously PMP 1.01 Revision 2	0	01/15/02
DOE/SNF/MTX-001	NSNFP QARD Requirements Matrix	6	01/15/02
Program Management Procedures (PMPs)			
PMP 1.02	Establishing DOE SNF Site Interfaces through MOAs Previously PMP 5.02 Revision 6/ICN1	0	01/15/02
PMP 1.03	Resolution of Quality Disputes	1	01/15/02
PMP 2.01	Quality Assurance Program Information	3	01/15/02
PMP 2.04	Personnel Indoctrination and Proficiency Training	5	01/15/02
PMP 2.07	Preparing the NSNFP Quality Assurance Program Plan and QARD Requirements Matrix Previously included in PMP 5.01 Revision 3/ICN 2	0	01/15/02
PMP 2.08	Verification of Personnel Experience Previously included in PMP 2.04 Revision 4	0	01/15/02
PMP 5.01	Preparing Draft Procedures	4	01/15/02
PMP 5.05	Developing Forms Previously included in PMP 5.01 Revision 3/ICN 2	0	01/15/02
PMP 6.01	Review and Approval of Internal NSNFP Documents Previously PMP 6.01 Revision 5/ICN 1	6	01/15/02
PMP 6.03	Managing Document Distribution Previously included in PMP 6.01 Revision 5/ICN 1	0	01/15/02

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Document Number	Document Title	Revision Number	Effective Date
PMP 6.04	Review of External Documents Previously included in PMP 6.01 Revision 5/ICN 1	0	01/15/02
PMP 7.01	Quality Program Acceptance for DOE SNF Sites Previously included in PMP 5.02 Revision 6/ICN1	0	01/15/02
PMP 17.01	Records Management - Collecting QA Records Previously PMP 17.01 Revision 3	4	01/15/02
PMP 17.03	Records Management? Facility Description and Practices Previously included in PMP17.01 Revision 3	0	01/15/02
Program Support Organization (PSO) Procedures			
PSO 2.05	Planning/QA Program Applicability Evaluations Previously PMP 2.05 Revision 3	4	01/15/02
PSO 3.01	Design Control Previously PMP 3.01 Revision 1	2	01/15/02
PSO 3.03	Engineering Analysis Previously EP 1.01 Revision 1 Previously EP 1.02 Revision 3 Previously EP 3.05 Revision 1	0	01/15/02
PSO 304	Engineering Documentation Previously EP 3.03 Revision 1 Previously EP 11.01 Revision 0 Previously PMP 6.02 Revision 0	0	01/15/02
PSO 4.01	Procurement of Items and Services from the Private Sector Previously PMP 4.01 Revision 2/ICN1	3	01/15/02
PSO 4.02	Acquiring Government Sector Services Previously PMP 4.01 Revision 2/ICN1	0	01/15/02

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Document Number	Document Title	Revision Number	Effective Date
PSO 7.02	Evaluation of Services from Government Sector Suppliers Previously PMP 4.01 Revision 2/ICN1	0	01/15/02
PSO 7.03	Acceptance of Products from Government Sector Suppliers Previously PMP 4.01 Revision 2/ICN1	0	01/15/02
PSO 11.01	Testing Previously PMP 11.01 Revision 0	1	01/15/02
PSO 19.01	Software Control Previously PMP 19.01 Revision 1	2	01/15/02
Quality Assurance Staff (QAS) Procedures			
QAS 16.02	Corrective Action Previously PMP 16.02 Revision 5/ICN1	6	01/15/02
QAS 16.03	Quality Assurance Trending Previously PMP 16.03 Revision 1	2	01/15/02
QAS 16.04	Stop Work Previously PMP 16.04 Revision 1	2	01/15/02
QAS 18.01	Planning and Scheduling Assessments Previously PMP 18.01 Revision 3	4	01/15/02
QAS 18.02	Administration and Conduct of Audits Previously PMP 18.02 Revision 5	6	01/15/02
QAS 18.03	Administration and Conduct of Surveillances Previously PMP 18.03 Revision 4/ICN1	5	01/15/02
QAS 18.04	Qualification of Audit Personnel Previously PMP 18.04 Revision 3	4	01/15/02

Overview of the NSNFP Documents Manual Revision

Training Module No. 1

Learning Objective No. 1

**The training audience will become familiar
with the scope of NSNFP Document Manual
Revisions**

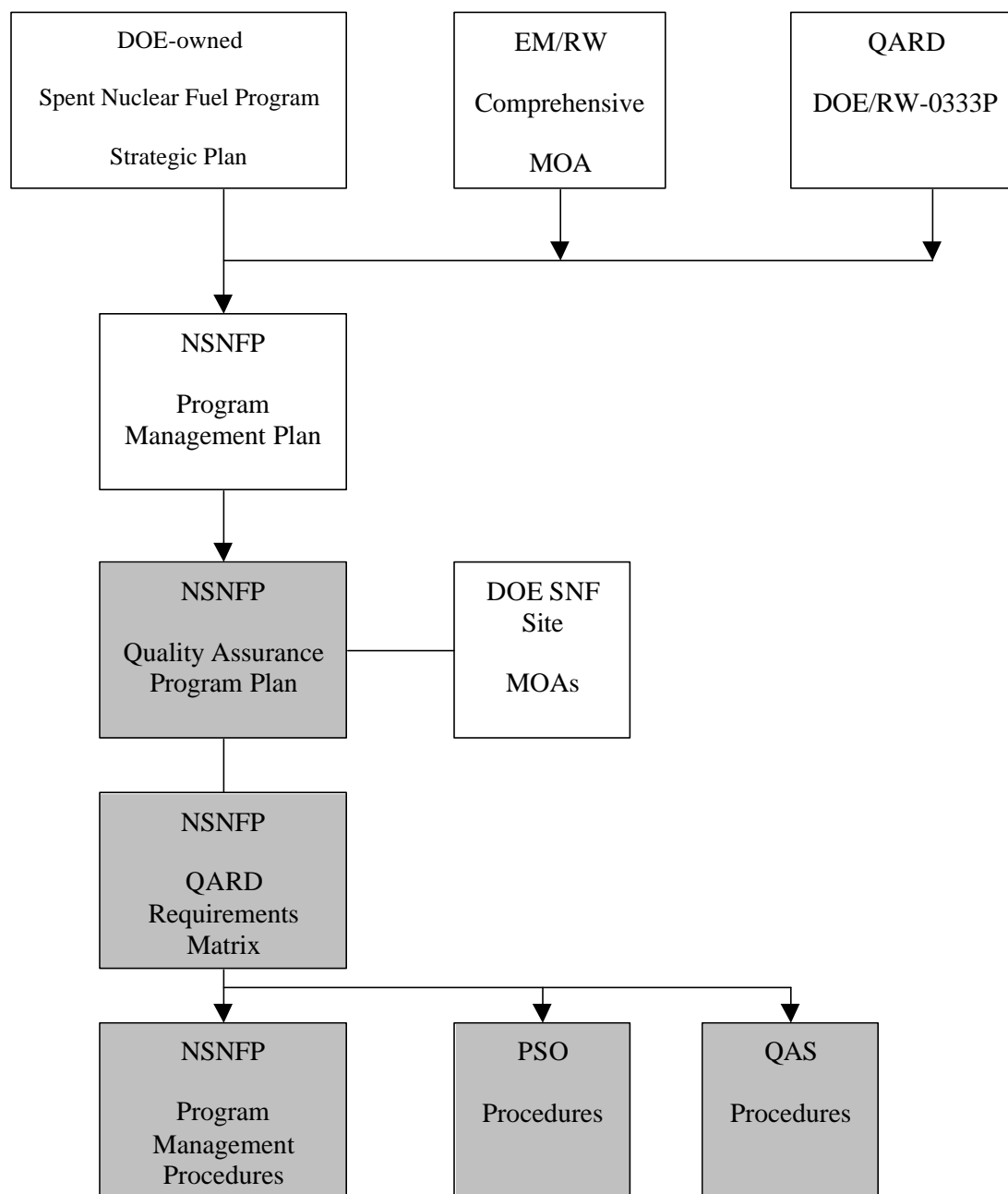


Figure 1. NSNFP Documents Manual general content (in shaded areas).

General Changes

- ? The effective date for all procedures and forms is January 15, 2002**
- ? Separation of ISFSI procedures from NSNFP Procedures**
- ? Procedures based on workflow not QARD sentences**
- ? Procedure summaries and work flow diagrams are provided with each procedure**
- ? The Engineering Procedures are replaced by PSO Procedures**

General Changes

- ? **A Glossary is provided; when needed for special emphasis, defined terms are in *Italics* (see Glossary) in the procedures or implementing document**
- ? **The procedure approval cycle is streamlined by the reduction of approval signatures**
- ? **Expedited Changes and Interim Change Notices are no longer used**
- ? **NSNFP Forms are structured to reduce hand written numbering of pages and subjects on each record page**
- ? **All planning documentation and engineering documentation is identified by the WBS number to allow traceability**

Highlights of Changes in Approach

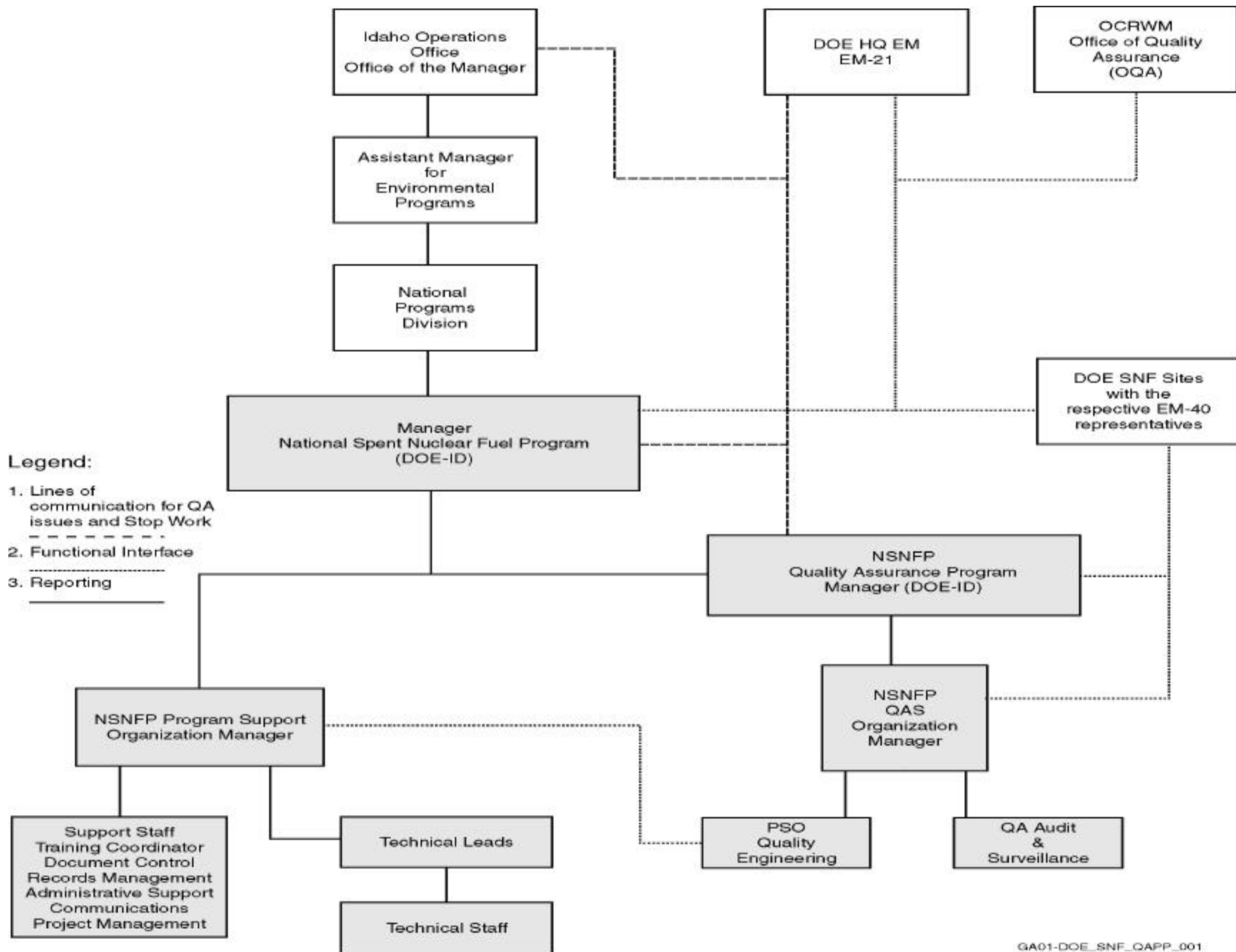
- **Organizational and functional interfaces (Handout C – Attachment A of the Quality Assurance Program Plan)**
- **More prescriptive work planning/QA program applicability evaluations**
- **Integration of training needs and document development/review**
- **Expanded design related procedures to replace Engineering Procedures (EPs)**

Highlights of Changes in Approach

- **More descriptive procurement procedures and standardized procurement documents**
- **More descriptive supplier evaluation and product acceptance processes**
- **Internal QA assessments and program interface with DOE SNF Sites**

Organizational and Functional Interfaces

Attachment A of the NSNFP QAPP



GA01-DOE-SNF-QAPP_001

NSNFP Planning/QA Program Applicability Evaluations PSO 2.05

- ? The “Q” or “non-Q” designator is eliminated**
- ? The integration of QA controls (checking, inspection, and auditing) is considered in relation to the end use of the technical product**
- ? Scoping work is quantified and a point is established to begin application of the NSNFP QA program controls**
- ? The QAPM approves the NSNFP planning/QA program applicability evaluations**

Integration of Training Needs and Document Development/Review

- **More defensible personnel experience verification documentation (PMP 2.08)**
- **The DAR contains hold points to assure reviewers and approvals are currently trained**
- **Training need determinations are required when implementing procedures are created or changed**
- **Nonmandatory reviewers (information only reviewers) do not require NSNFP training and personnel experience verifications**

Revised Technical or Design Related Procedures to Replace Engineering Procedures (EPs)

- **The table of content maps the transition from the previous procedures to revised procedures**
- **PSO 3.03 Engineering Analysis addresses**
 - **Engineering analysis (previously EP 1.01)**
 - **Engineering calculations (previously EP 1.02)**
 - **Analysis and models (previously EP 3.05)**

Revised Technical or Design Related Procedures to Replace Engineering Procedures (EPs)

- **PSO 3.04 Engineering Documentation addresses**
 - **Engineering Design Files (previously EP 3.03)**
 - **Scientific Notebooks (previously EP 11.01 and PMP 11.01)**
 - **Technical reports (previously PMP 6.02)**
- **The stated use of NSNFP procedures for the development of technical information eliminates the need to cite “To be Verified” (TBV) or “To be Determined” (TBD) within technical reports**

More Descriptive Procurement Procedures and Standardized Procurement Documents

- **PSO 4.01 addresses procurement of items or services from the private sector**
 - **New procurement actions involving private sector firms after January 15, 2002, will rely on the BBWI procurement process**
 - **The BBWI procurement service must be approved for use by the NSNFP QAPM before this option is used**
 - **Procurement of staff augmentation services is included in this process**

More Descriptive Procurement Procedures and Standardized Procurement Documents

- **PSO 4.02 addresses procurement of services from Government Sector Suppliers**
 - **New procurement actions involving Government Sector Suppliers after January 15, 2002, utilize a Task Management Agreement (TMA)**
 - **The TMA template includes standard clauses for QA**
 - **The TMA represents a two-party agreement**
 - **Procurement of staff augmentation services is include in this process**

More Descriptive Supplier Evaluation and Product Acceptance Process

- **PSO 7.02 addresses evaluation of services from Government Sector Suppliers**
 - **A format is provided to support initial and annual supplier evaluations**
 - **Restricted use of a supplier can be applied when conditions warrant**
 - **The QAPM approves the evaluations**

More Descriptive Supplier Evaluation and Product Acceptance Process

- **PSO 7.03 addresses acceptance of products from Government Sector Suppliers**
 - **Some acceptance criteria and testing for anticipated product types is pre-established by PSO 7.03**
 - **Government Sector Supplier provided documents are formally reviewed in accordance with PMP 6.04**
 - **Initiation of a DAR for review of Government Sector Supplier documents is delegated to the NSNFP technical staff**

Internal QA Assessments and Program Interface with DOE SNF Sites

- **PMP 1.02 addresses the content of MOAs with DOE SNF Sites**
- **PMP 7.01 addresses acceptance of DOE SNF Site QA Programs**
- **PMP 7.01 addresses retention of deliverables received from the DOE SNF Sites**
- **The QAS procedures address conduct of internal and external assessments**
- **The QAS procedures address corrective action and trending processes**

Overview of the NSNFP Documents Manual Revisions

Training Module No. 2

Learning Objective No. 2

The training audience will become familiar with areas requiring immediate attention to implement the revisions to the NSNFP Documents Manual

Learning Objective No. 3

The training audience will be made aware of the expectations regarding program implementation and procedural compliance to meet the goals of the NSNFP QA Program

Near Team Implementation Requirements

- **Preparations of NSNFP planning/QA program applicability evaluations (PSO 2.05, Revision 4)**
- **Coordination and completion of personal experience verifications (PMP 2.08, Revision 0)**
- **Preparation and approval of task management agreement for use of BBWI procurement services (PSO 4.02, Revision 0)**

The Goals in Relation to Internal Activities

- **To integrate the QA program requirements with the technical work through planning**
- **To communicate the plan (NSNFP planning/QA program applicability evaluations)**
- **To execute the plan using the NSNFP procedures**
- **To change the plan or procedures before they lead to an unwanted conditions**

Goals in Relation to Internal Activities

- **To utilize the corrective action process for reporting and evaluating deficiencies as they become known**
- **To document evidence of compliance to the plan and procedures**
- **To capture and safeguard defensible records**
- **To utilize independent internal assessments and respond to issues promptly**

Goals in Relation to External Interfaces

- **To maintain QA and technical interface with OCRWM and the DOE SNF Sites**
- **To conduct effective independent assessment of NSNFP government sector suppliers and DOE SNF Sites**
- **To capture and safeguard defensible assessment records**